**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number: MDAS 1642

Course Title: Advanced Medical Coding Operations

Credit Hours: 2

Prerequisite: MDAS 1675 – Medical Coding III with a grade of C or better

Division/Discipline: Workforce Training and Community Education/ Medical Coding

Course Description: This course provides the opportunity to apply administrative skills and coding experience in a simulated environment. Emphasis is placed on enhancing competence in administrative skills necessary for strengthening professional communication and interaction.

# **INSTRUCTOR INFORMATION**

# **COLLEGE POLICIES**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu).

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

Advanced Medical Coding Operations serves as a major requirement to students in the Medical Coding Certificate Program. The student will gain simulated job experience in the areas of administrative and clinical coding work. Upon completion, students should be able to function as an entry level medical coding professional.

Transferability varies among institutions, and perhaps even among departments, colleges, or programs within an institution and may change from time to time without notification. Therefore, it is the student's responsibility to obtain relevant information from intended transfer institutions during his/her tenure at Barton Community College to insure that he/she enrolls in the most appropriate set of courses for transferability. <https://bartonccc.edu/transfer/schools>

# **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

1. Exhibit professionalism, ethical and effective behavior.
   1. Provide client care coding in accordance with regulations, policies, laws and patient rights.
   2. Demonstrate quality control and safety measures while using protected health information.
2. Perform administrative competencies as it relates to an entry-level medical coder position.
   1. Communicate effectively nonverbally, orally and written with providers, insurance and other payees and those invoiced with treatment payment or operations (TPO).
   2. Perform medical business practices and coding efficiently and in a timely manner.
3. Perform clinical competencies as it relates to an entry-level medical coder position.
   1. Demonstrate coding practice skills through online and/or face to face scenarios.
   2. List resources appropriate to utilize for reference/usage in coding options.
4. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

1. **COURSE OUTLINE**